

myPay FACTS & FEATURES

WHAT YOU CAN DO NOW: Starting *immediately*, you can:

- ◆ Obtain a myPay PIN from your local Finance Office (Korea Only)
- ◆ Change Your Federal Tax Withholding Status and Exemptions
- ◆ Update Your Electronic Funds Transfer Address for Net Pay
- ◆ Obtain Your Electronic Leave and Earnings Statement (LES)
- ◆ Thrift Savings Plan

FUTURE ENHANCEMENTS INCLUDE:

- ◆ Starting/Stopping/Changing Your Discretionary Allotments (Active Duty Only)
- ◆ Changing Your Correspondence Address
- ◆ Changing Your State Tax and Bond Information

ACCESSING myPay: When you first access myPay, you will be asked to enter your Social Security Number and your newly assigned temporary myPay PIN. You must then customize your PIN to a number of your choice. On-line help will also be provided to assist you.

HOW myPay WORKS: After you access myPay, menus will guide you through the transactions. myPay will display your current Defense Joint Military Pay System (DJMS) pay information associated with the changes you may make in myPay. myPay will edit the information and ask you to confirm your input. Finally, the system will tell you when your changes will be effective.

myPay HOURS OF AVAILABILITY: Except for short periods of system maintenance, myPay is available to you 7 days a week, 24 hours a day. myPay will display a message when the system is not available.

WHAT YOU NEED: In addition to your PIN, to use the web version of myPay, you need a Personal Computer (PC) with one of the following industry-standard browsers:

- Netscape Navigator version 4.01 or higher
- Microsoft Internet Explorer version 4.0 or higher
- Netscape Communicator If your PC does not have one of these browsers, the myPay IVRS phone capability is still an alternative to you.

SECURITY: myPay Internet transmissions are secured using 128-bit encryption and Secure Socket Layer (SSL) technology. Your browser must be equipped with 128-bit encryption capabilities in order to use myPay. Data encryption measures make myPay a secure means for you, to update your own pay-related information at your convenience.

QUESTIONS?: The myPay web-site has Frequently-Asked-Questions (FAQs) and answers. If you want to review information about myPay before you access the system, additional FAQs are posted on the DFAS informational web site at [http:// www.dfas.mil](http://www.dfas.mil)

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MILITARY PAY INFORMATION LINE NEWS: You will use a separate PIN for the newly enhanced toll-free Military Pay Information Line customer service IVR system. You should receive additional information on the Military Pay Information Line under separate cover.

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myPay AND PIN ASSISTANCE: For assistance with using myPay and PIN assistance for both myPay and the Military Pay Information Line systems, call toll free 1-800-390-2348, commercial (216) 522-5122 or DSN 580-5122 from 7:00 a.m. to 7:30 p.m. EST. Korea Only contact your servicing finance office: Area I – DSN 730-3395, Area II – 723-8453, Area III – 753-8210 and Area IV – 768-6944.